



# Maryland Judiciary

## Job Announcement

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### OPEN TO CURRENT MARYLAND JUDICIARY EMPLOYEES ONLY

<b>Opening Date:</b>	December 10, 2015	<b>Closing Date:</b>	December 17, 2015
<b>Job Title:</b>	Administrative Assistant III	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	001113	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	District 1, Baltimore City Baltimore, Maryland	<b>Grade/Salary:</b>	J8 \$35,723 - \$56,493 <b>(Depending on Qualifications)</b>
		<b>Financial Disclosure:</b>	No

**Essential Functions:** This is secretarial and administrative work providing support to the Associate Judges of the District Court for Baltimore City. Answers phones, screens calls, routes messages and screens/directs general public to the proper department. Contacts agencies and organizations to request information for judges. Types decisions, opinions, motions, orders, memos, letters and miscellaneous documents for the judges. Establishes and maintains filing system. Updates case information in the Court's database. Processes incoming and outgoing Judge's mail. Checks dates for traffic, criminal, civil, special sets and court locations. Assists with special projects as assigned by supervisor or administrative official. Performs other duties as assigned.

**Education:** High School diploma or GED.

**Experience:** Three years of experience providing secretarial, clerical or administrative work involving the use of a personal computer and word processing software.

**Preferred:** Associate's degree from an accredited college or university.

**NOTE:** Completion of a secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

**Skills/Abilities:** Knowledge of general office practices, office equipment, and business English, including proper grammar, spelling and punctuation. Ability to set up, use and maintain alphabetical and numerical filing system. Ability to understand and implement departmental rules, regulations, procedures and instructions. Ability to accurately prepare and process a variety of reports, records and documents using standard office equipment and systems such as database, spreadsheet and word processing software. Ability to communicate effectively with court personnel, attorneys, co-workers and the general public and provide information in an efficient manner both in person and on the telephone. Ability to operate a personal computer and complete a typing and/or data entry skills based assessment/test. Ability to lift and carry up to 25 lbs. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.**

**Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov)

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.